

RENEWAL LICENSE CHECKLIST

RE 216A (Rev. 7/13)

GENERAL INFORMATION

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| ✓ Read License Renewal Information (RE 211A) carefully. | RE 205B | State Public Benefits (Comprehensive List) |
| ✓ Items to be included in your packet are listed below. Check off each item as you assemble your packet. | RE 206 | Exam & Licensing Fees |
| ✓ Titles of forms referenced by number: | RE 207 | Officer Renewal Application |
| RE 203 Branch Office Application | RE 208 | Broker Renewal Application |
| RE 204 Broker Change Application | RE 209 | Salesperson Renewal Application |
| RE 205 State Public Benefits Statement | RE 211A | License Renewal Information (for Salespersons & Individual Brokers) |
| RE 205A State Public Benefits Information | RE 214 | Salesperson Change Application |
| | RE 251 | Continuing Education Course Verification |
| | RE 909 | Credit Card Payment |
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SALESPERSON RENEWAL LICENSE

Required documents...

- ☐ RE 209 — Completed and signed by licensee and employing broker (if appropriate).
- ☐ RE 205* — Completed and signed by licensee.
- ☐ Documentation* to establish U.S. citizenship or alien status — Refer to RE 205, 205A, and 205B for further information.
 - * Not needed if *permanent* proof of legal presence has been previously submitted.
- ☐ RE 251 — Completed and signed by licensee.
- ☐ License fee — Refer to RE 206 for current fees.
 - ☐ Cashiers' check, check, or money order made payable to: Bureau of Real Estate
 - ☐ RE 909 — If paying by credit card.

BROKER OR OFFICER RENEWAL LICENSE

Required documents ...

- ☐ RE 207 or 208 — Completed and signed by licensee.
 - ☐ RE 205* — Completed and signed by licensee.
 - ☐ Documentation* to establish U.S. citizenship or alien status — Refer to RE 205, 205A, and 205B for further information.
 - * Not needed if *permanent* proof of legal presence has been previously submitted.
 - ☐ RE 251 — Completed and signed by licensee.
 - ☐ License fee — Refer to RE 206 for current fees.
 - ☐ Cashiers' check, check, or money order made payable to: Bureau of Real Estate
 - ☐ RE 909 — If paying by credit card.
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